FACULTY RESERVE MATERIAL RETRIEVAL FORM

In order to request that reserve materials be removed from the reserve room, please print this form, fill it out, sign it, and return to the Circulation Desk or Media Department.

NOTE: For security reasons we prefer that all photocopy and personal reserve items be retrieved in person by the instructor. However, materials may be retrieved by graduate assistants or other persons designated by the instructor, if a written letter of permission signed by the instructor is presented with this signed retrieval form.

INSTRUCTOR'S NAME_____

COURSE&PREFIX#_____ ITEM RETRIEVED_____ DATE_____

Instructor's Signature: _____